佐世保基地空席広報		広報番号: Announcement No.	12-2016-CFAS FRD- SA(001)
VACANCY ANNOUNCEMENT		募集締切日: Closing Date	9 Mar 16
		発行日: Date of Issue	25 Feb 16
<b>1.職種名</b> Job title ( <b>等級</b> Grade <u>3</u> <b>/語学等級</b> LD <u>N/A</u> ) 募集人数		<b>4.募集範囲</b> Area of Consideration (AOC)	
Teacher's Assistant, #261  No. of Recruitment		⊠ <u>I.</u> 現 MLC/IHA 従業員(部隊内)	
採用可能な下限等級 Acceptable trainee level: N/A	1名	Current MLC/IHA Employee within Activity  II.現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  III.現 MLC/IHA 従業員(全在日米軍)	
□ 事務系 □ 技能系 □ 保安系 □ 医療系 □		III. 現 MLC/IIIA 従来員(主任ロ木里)   Current MLC/IHA Employee Japan Wide	
Administrative Blue Collar Trade Security Medical		⊠ <u>IV.</u> 外部 Off B	
2.部隊 Activity			
CFAS Fleet Readiness Department (Hario Village Housing)  5.雇民			pe of Employment
勤務場所 Working Place: 佐世保市江上町 Egami-cho, Sasebo-city	☐ MLC		
3.勤務時間 Work Schedule (週 <u>30</u> 時間制 hrww)			$\boxtimes$ HPT
勤務日 Work Days: Mon-Sun, Including Holidays			
勤務時間・休憩 Work Hours/Recess Period: 6 hrs between 0600-2000/1 hour □ 限定 Limited Term (			Term (カ月 Months )
over 6 hrs  「特殊980  「特殊980			
□ 夜勤 Night Shift □			
6.職務内容 Duties			
See Attached			
7. 資格要件/身体条件 Qualification/Physical Requirements			
1. At least one year of general work experience or completion of 2-years junior college/2-years of technical school or 4-year			
degree in any field.			
<ul><li>2. Ability to speak read and write English at average proficiency level. (LAD-2)</li><li>3. Must have strong sense of responsibility and good customer service skills.</li></ul>			
As a condition of employment, a criminal history background check will be conducted initially for an individual selected for the			
position. A record re-verification will be conducted every five years after the initial investigation. A selectee is required to			
sign a Position of Trust Agreement and must maintain a favorable record to remain in the position.			
Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency: □必要なし None □初級 Basic ⊠中級 Intermediate □上級 Advanced □特段の能力 Exceptional			
学歴 Educational Background: See Block 7 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8			
于正 Educational Background : See Block / 为语中证》 1 由 Electise/Certificate Required : //o 開 多常 See Block / & o			
8.提出するもの Application and Associated Documents			職務状況 Working Condition
図 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)			
(□ 日本語で Japanese □ 英語で English □ どちらでも Either)			
□ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)			
(上記と同じ言語で, Same language as above)			
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』			
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"			
□ 運転免許証の写し Copy of GOJ Driver's License			
□ 修了証/証明書の写し Copy of Certificate			
英語の能力を証明するもの(写し) Anything to certify English Proficiency (Copy)			
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)			
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)			
□ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,			
copy of Residence Card and Passport/Visa Copy			

#### 9. 応募書類提出先 Office to Submit

内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間 違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員) からの応募書類は無効 となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

# 1. 内部応募者(現 MLC/IHA 従業員)提出先:

〒857-0056

佐世保市平瀬町

米海軍佐世保基地民間人人事部雇用課

内線/Extension 252-3656/3660

受付時間 Operating Hours: 0800 - 1600

# 2. 外部応募者(非従業員)提出先:

〒 857-0056

佐世保市平瀬町 3-1

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部

電話番号 Phone: 0956-23-7191

〒857-0056

Hirase-cho, Sasebo City

CNRJ HRO Sasebo Satellite Office

MLC/IHA Employment Branch, Bldg# PW47

## Off Base Applicants must submit to:

〒 857-0056

3-1 Hirase-cho, Sasebo City

Labor Management Organization, Sasebo Branch

1/28

受付時間:午前9時 - 午後5時、月曜日 - 金曜日(日本の祭日を除く) Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

## 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: Hiroaki Nagahashi 軍電 (DSN) 252-2917 HRO: (rcvd:1/27) tm PD is accurate and current. Certified by Activity: HN PD No.: CFAS-N925-012-PT

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日16時(午後4時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47) 1階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応 募締め切り日の16時(午後4時)までにしてください。 Job applications may be dropped in the designated HR "Drop Box" located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.

(https://www.cnic.navy.mil/regions/cnrj/om/human\_resources/MLC\_IHA\_HPT\_Jobs/JN\_Forms.html)

#### PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断と なる事があります。

Rev: 12-4-15

**Current MLC/IHA Employees must submit to:** 

#### Task List

Under the close supervision of an American teacher, performs such duties as

- (1) Preparing for the opening of School Age Care Program, receiving early arrivals and planning and supervising free play activities until the beginning of class.
- (2) Adapting instructions to the abilities and understanding of individuals.
- (3) Observing children's group in temporary absence of teacher.
- (4) Nothing and informing teacher of behavior, incidents and correcting minor misbehavior.
- (5) Preparing simple materials as required for class activities such as crayons, paint, paper, etc.
- (6) Obtains Japanese culture materials on the basic of specific instructions from teacher, presenting information, advice, and explanation on Japanese culture, customs, folk dances, etc., not requiring professional study or research.
- (7) Arrange various trips and acting as an interpreter as needed at school, on field trips, etc.
- (8) Maintaining and controlling class rooms for cleanliness and safeguarding play equipment, materials to be used, etc.

Performs other related or incidental duties as assigned.